

RESEARCH AND DEVELOPMENT PROGRAM

HSR&D ADMINISTRATIVE CHECKLIST

1. General information

- ☐ a. Eligibility of PI(s) established or waiver requested
- ☐ b. Prior approved Letter of Intent
- ☐ c. All pages are numbered consecutively
- ☐ d. 25 copies of the proposal
- ☐ e. Eight copies of VA Form 10-1313-1 & 10-1313-2, copied back to back
- ☐ f. Six copies of up to three selected papers (not required)
- ☐ g. Instruments considered important for review

2. HSR&D proposal should include

- ☐ a. Acknowledgment of Receipt of Component Research, VA Form 10-7956
- ☐ b. VA Form 10-1313-A
- ☐ c. VA Form 10-1313-1*
- ☐ d. VA Form 10-1313-2
- ☐ e. Table of Contents
- ☐ f. VA Form 10-1313-3
- ☐ g. VA Form 10-1313-4
- ☐ h. Project Schedule (GANTT Chart Form)
- ☐ i. VA Form 10-1313-5
- ☐ j. VA Form 10-1313-6
- ☐ k. VA Form 10-1313-7
- ☐ l. VA Form 10-1313-8
- ☐ m. Letter for resubmissions-3 pages (required)
- ☐ n. Narrative (no more than 25 pages)
 - ☐ (1) Objectives of the Research (1-2 Pages)
 - ☐ (2) Background/Context (2-3 pages)
 - ☐ (3) Significance (1-2 Pages)
 - ☐ (4) Methods (15 pages)
 - ☐ (5) Project Management Plan (1-2 pages)
 - ☐ (6) References
- ☐ o. VA Form 10-1223 dated and signed
- ☐ p. VA Form 10-1086 if applicable
- ☐ q. Animal Research Protocol Statement
- ☐ r. Biohazard Statement
- ☐ s. Privacy of Information Statement*
- ☐ t. R&D Committee Review of Proposal *
- ☐ u. Letters of Endorsement:
 - ☐ (1) Director (transmittal letter)*
 - ☐ (2) Each participating organizational element, institution*
 - ☐ (3) Collaborators*
 - ☐ (4) Consultants, *with curriculum vitae
 - ☐ (5) Appendices (not required; not to exceed 15 pages)

***Original signatures required**

PRINT OR TYPE NAME AND TITLE

TELEPHONE NUMBER

SIGNATURE

DATE